

Chapter 2 **Entering Items**

2.1

Overview

In PeopleSoft Receivables, item entry is defined as entering invoices. Pending items can enter the system in one of two ways: you can add them manually by entering them directly into the Receivables application, or you can load them from an external billing system – which can be PeopleSoft or not. After all of the items in your item group have been entered and are balanced against your control totals, the next step is to run the Receivable Update process (ARUPDATE), which is also known as posting. This updates customer balances and creates accounting entries automatically.

Objectives

By the end of this lesson, you will be able to:

- Identify details on pre-existing open items.
- Enter appropriate customer items online.
- Perform the Receivable Update process.
- Review customer information.
- Review item information

2.2

Identifying Online or External Open Items

You can enter pending items manually as online items, or you can receive them as external items from a billing program, such as PeopleSoft Billing.

External pending item entry primarily occurs systemically behind the scenes, while online pending item entry is manual in nature.

This table compares and contrasts the pages used for reviewing external pending items with the pages used for entering items online:

Online Pending Item Entry Feature	External Pending Item Entry Feature
Use Online Pending Item Entry to enter new pending item groups.	Use External Pending Item Entry to review and update pending item groups.
Enter your group control information such as group type, origin ID, and control totals on the Group Control page.	Review group control information populated by the external feed on the Group Control page.
Enter the basic identifying information regarding the item, payment terms, and any discounts associated with the item on the Pending Item 1 page.	Review the item information populated by the Load AR Pending Item process (BILDAR01) on the Pending Item 1 page.
Create Accounting Entries for the items on the Accounting Entry page, or allow the system to create them for you during the Receivable Update process.	The Load GL process in billing can create accounting Entries. These entries will come over with the item during the Load AR process. You can review the accounting entries on the Accounting Entries page.
Specify the action that you want the system to perform on a group of pending items on the Group Action page.	Specify the action that you want the system to perform on a group of pending items on the Group Action page.

ART02

Comparison of Online Pending Item Entry versus External Pending Item Entry

Pending items

Pending items can be entered either through manual entry, through the Load AR Pending Item process from PeopleSoft Billing, or they can be received from a third party billing system. In this lesson we will look at direct item entry and receiving items from PeopleSoft Billing, and we will briefly examine the differences between those two methods.

2.3

Whether you are entering items online, or receiving them into the application through the Load AR Pending Item process, the information needed is essentially the same. The main difference lies in how the item information populates the item entry pages.

Entering Online Items

When you enter pending online items, you enter control information for the group and detailed information about each item.

How to Get There

Use this page to enter the number of items in your group and the total dollar amount of the items. You also identify the group type and origin of the items.

Navigation

Accounts Receivable >> Pending Items >> Online Items >> Group Entry

Group ControlPending Item 1Pending Item 2Pending Item 3Accounting EntriesGroup Action

Group Unit:00495Group ID:NEXT

*Accounting Date:10/03/2007

*Group Type:B BILLINGControl Currency:USD

*Origin ID:ONL ONLINEBILL*Format Currency:USD

Control Totals

Control:25,648.000*Count:3

Entered:25,648.000Count:3

Difference:0.000Count:0

Posted:0.000Count:0

Control Data

*Received:10/03/2007*Entered:10/03/2007

Posted Date:

Assign:ARAGENCUser:ARAGENCY

Group Status

Edit Status:EditedAccounting Entries:Not Balanced

Balanced:NoPosting Action:Do Not Post

Posting Status:Not Posted

SaveNotifyAddUpdate/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

AR5C01

Group Control page

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How to use group control page

When a group of items is processed using the online pending item entry method, the user will accept the system default of “NEXT” and the system will define a Group ID that stays with the group even after posting. It is useful to remember the Group ID so that you can check the status and view the progress. This is because the system processes pending items by groups and not as individual pending items.

The Pending Item 1 page is divided into three sections:

- Pending Item Entry: the first section contains the basic information regarding the item.
- Payment Terms: the second section contains the payment terms and discounts.
- Reference Information: the third section contains additional item identifiers.

How to Get There

Use this page to enter the descriptive information for each item:

Navigation

Accounts Receivable >> Pending Items >> Online Items >> Pending Item 1

Group ControlPending Item 1Pending Item 2Pending Item 3Accounting EntriesGroup Action

Group Unit:00495Group ID:NEXT

Pending Item Entry

Find | View AllFirst3 of 3Last

*Accounting Date:10/03/2007*As Of Date:10/03/2007Sequence:3

*Item ID:JPS0005586Line:

Copy Line

*Business Unit:00495*Customer:CST100027235F I T-TIRE

SubCustomer 1:SubCustomer 2:

*Amount:7,500.000*Currency:USD

*Entry Type:INReason:L0009AR Dist:ACCTS F

Rate Type:Revalue Flg

Exchange Rate:1.00000000

Payment Terms

Terms:NET30Due Date:Due Days:

Disc Amt:Disc Date:Disc Days:

Disc Amt 1:Disc Date 1:Always Allow Discount

Reference Information

PO Ref:PO Line:BOL:Order No:

Document:Line Item:Contract:L/C ID:

SaveNotifyAddUpdate/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

ARSC02

Pending Item 1 page

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Reference

The bottom section of the page enables you to enter or tie additional information to the item, including purchase order numbers, document or bill of lading identifiers to help keep track of the item and contract numbers or order numbers.

L/C ID is a letter of credit number. It works in the same manner as the other additional identifiers.

An error button appears if there are errors associated with the item.

Pending Item Accounting Entries can be created automatically during background processing by the Receivable Update process. Accounting Entries can also be manually created by clicking on the Lightening Bolt button . ⚡

How to Get There

Use this page to create accounting entries online for each item in the group:

Navigation

Accounts Receivable >> Pending Items >> Online Items >> Accounting Entries

New Window | Help | Customize Page |

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 00495 Group ID: 124088

Accounting Entries

Item ID: JPS0005586 Line: Entry Type: IN Reason: L0009

Bus. Unit: 00495 Customer: CST100027235 SubCust1: SubCust2:

Amount: 7,500.000 Currency: USD

Complete Display Totals:

Entry

 ⚡

Distribution Lines

ChartFields Currency Details Additional Details Journal Reference Information

Line	GL Unit	*Type	Amount	Fund	*Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity	Source Type
2	00050	User	-7,500.000	2580	130032	12620	19700	2008	00495	9999999		
102	00050	AR	7,500.000	2580	150100	12620	197000	2008	00495			

Lines: 2 DR: 7,500.000 Currency: USD CR: 7,500.000 Currency: USD Net:

Save

Return to Search

Notify

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

ARSC03

Accounting Entries page

2.7

Additional Items of Interest

Receivables functionality enables you to create accounting entries online or during background processing when Receivable Update runs. You can create accounting entries online to see what they look like, add lines or change the ChartFields, but if the customer does not want to do any of these things then they do not need to create them online—the entries will be created in BATCH by the ARUPDATE program. However, regardless of the method that you use, you must have a balanced accounting entry to post the item.

The Accounting Entries page’s (ARSC03) functionality enables a user to view the entries before they are posted. To create the accounting entries, click the Lightning Bolt button (referred to as the Create button). After a few moments, the accounting entries appear at the bottom of the page, and the Accounting Entries field in the top portion of the page indicates Complete. Note that this action creates accounting entries one pending item at a time. The Group Action page allows users to perform this action for all items in the group. Create accounting entries for one or all of the items as long as the accounting entries are balanced so that the system allows posting.

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You can use the Group Action page to:

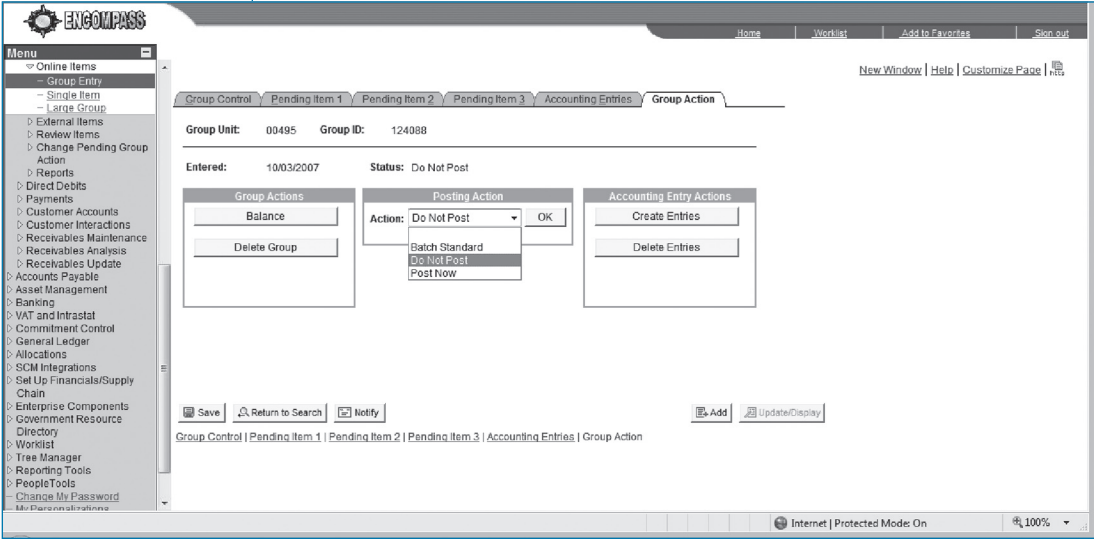
- Verify manually that your group is balanced
- Delete your item group
- Create or delete online accounting entries for the entire group
- Specify when the group should be posted

How to Get There

Use this page to specify the action that the system performs on a group of pending items, such as the posting the group or create or delete accounting entries:

Navigation

Accounts Receivable >> Pending Items >> Online Items >> Group Action



ARSC04

Group Action page

Group Actions

The last page in the component is the Group Action page.

Under the Group Actions box, balance or delete the group. The Balance functionality performs checks of the entries on the Group Control page and the online accounting entries and if any of the items are out of balance, a warning message appears.

Posting Action

The posting actions define when to run the Receivable Update process and whether to run additional PeopleSoft General Ledger processes. Running the Receivable Update process updates customer balances.

Preferences - Process Group page. The posting options are:

- Do Not Post - acts like a Save function and does not flag the group to be picked up by the Receivable Update process.
- Post Now - runs the Receivable Update process IMMEDIATELY.
- Batch Standard - runs the next time a standard scheduled batch job runs

Accounting Entry Actions

Accounting Entry Actions create accounting entries for the entire group or delete the accounting entries for the entire group.

2.10

Activity 1 | Entering Online Items

In this activity, you will review the activity overview and enter two groups of pending items. The students will substitute their initials wherever they see (XXX).

Note

This activity should take approximately 30 minutes.

Activity Overview

You have received a group of new open pending items today that must be entered into the PeopleSoft Receivables system. Use the group entry pages to enter your group. You are entering the items for the California Operations Group Unit. Let the system assign the Group ID's.

The first group of items uses the Billing Group Type and should be identified as Online Billing items. This group of items is all in U.S. Dollars. The table below lists the items and associated information:

Item ID	Customer/ Customer ID #	Amount (USD)	Entry Type	Entry
(XXX)1832	BASF Corp - CST100000023	1,250.00	ARI	CUST
(XXX)1833	AM General LLC - CST100000009	5,000.00	ARI	CUST
(XXX)1834	City of Hammond –CST100000082	2,200.00	ARI	CUST
(XXX)1835	Ewing Tire - CST100000067	850.00	ARI	GRANT
(XXX)1836	Novelis Corp - CST100000004	11,000.00	ARI	GRANT
(XXX)1837	Dana Corp CST100000051	5,600.00	ARI	GRANT

ART03

2.11

The second group of items uses the Billing Group Type and should be identified as Online Billing items. In order to provide good sample data for later aging activities in this class, the second group should be entered with accounting and transaction dates two months earlier than today. This group of items is all in U.S. Dollars. The table below lists the items and associated information:

Item ID	Customer/ Customer ID #	Amount (USD)	Entry Type	Reason
(XXX)1910	Eli Lilly & Co – CST100000062	1,800.00	ARI	CUST
(XXX)1911	Eli Lilly & Co – CST100000062	2,150.00	ARI	CUST
(XXX)1912	Eli Lilly & Co – CST100000062	5,000.00	ARI	CUST
(XXX)1913	Eli Lilly & Co – CST100000062	9,510.00	ARI	CUST
(XXX)1915	Eli Lilly & Co – CST100000062	500.00	ARI	CUST
(XXX)5672	Ferro Corp – CST100000069	7,825.00	ARI	GRANT
(XXX)5673	Ferro Corp – CST100000069	3,800.00	ARI	GRANT

ART04

Entering Groups of Online Pending Items

To enter the first group of online pending items:

- 1 Select Accounts Receivable, Pending Items, Online Items, Group Entry.
- 2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Group Unit	00495
Group ID	NEXT – <i>Remember</i> – NEVER change this!

ART05

2.12

3 On the Group Control page, enter the following information:

Page Element	Value or Status
Accounting Date	Today's Date
Group Type	B
Origin ID	ONL
Control Currency	USD
Control	25,900.00
Count	6
Recieved	Today's Date
Entered	Today's Date

ART06

4 Enter the following item on the Pending Item 1 page (sequence 1):

Page Element	Value or Status
Item ID	(XXX)1832
Business Unit	00495
Customer	CST100000023
Amount	1,250.00
Entry Type	ARI
Reason	CUST

ART07

5 Add a new row and enter the next item on the Pending Item 1 page (sequence 2):

Page Element	Value or Status
Item ID	(XXX)1833
Business Unit	00495
Customer	CST100000009
Amount	5,000.00
Entry Type	ARI
Reason	CUST

ART08

2.13

6 Add a new row and enter the next item on the Pending Item 1 page (sequence 3):

Page Element	Value or Status
Item ID	(XXX)1834
Business Unit	00495
Customer	CST100000082
Amount	2,200.00
Entry Type	ARI
Reason	CUST

ART09

7 Add a new row and enter the next item on the Pending Item 1 page (sequence 4):

Page Element	Value or Status
Item ID	(XXX)1835
Business Unit	00495
Customer	CST100000067
Amount	850.00
Entry Type	ARI
Reason	GRANT

ART10

8 Add a new row and enter the next item on the Pending Item 1 page (sequence 5):

Page Element	Value or Status
Item ID	(XXX)1836
Business Unit	00495
Customer	CST100000004
Amount	11,000.00
Entry Type	ARI
Reason	GRANT

ART11

2.14

- 9
- Add a new row and enter the next item on the Pending Item 1 page (sequence 6):

Page Element	Value or Status
Item ID	(XXX)1837
Business Unit	00495
Customer	CST100000051
Amount	5,600.00
Entry Type	ARI
Reason	GRANT

ART12

- 10
- Verify that all six items are entered and then access the Group Action page.
- 11
- Select the posting action *Batch Standard* and click OK.
- 12
- Note the Group ID assigned by the system: _____

This concludes the first part of the activity. Kindly wait until your instructor indicates you should continue.

2.15

Entering a Second Group of Online Pending Items

In the second part of this activity you will enter a group of pending items for your new customer, Global Office Supplies. You will use the Group Entry pages to enter this group.

To enter a second group of pending items:

- 1
- Access the Group Entry page.
- 2
- Select the Add a new Value tab, and enter the following information:

Page Element	Value or Status
Group Unit	00495
Group ID	NEXT

ART13

- 3
- On the Group Control page, enter the following information:

Page Element	Value or Status
Accounting Date	Two months before today's date
Group Type	B
Origin ID	ONL
Control Currency	USD
Control	30,585.39
Count	7
Received	Two months before today's date
Entered	Two months before today's date

ART14

2.16

4 On the Pending Item 1 page, enter the following item (sequence 1):

Page Element	Value or Status
Item ID	(XXX)1910
Business Unit	00495
Customer	CST100000062
Amount	1,800.00
Entry Type	ARI
Reason	CUST

ART15

5 Add a new row and enter the following item (sequence 2):

Page Element	Value or Status
Item ID	(XXX)1911
Business Unit	00495
Customer	CST100000062
Amount	2,150.00
Entry Type	ARI
Reason	CUST

ART16

6 Add a new row and enter the following item (sequence 3):

Page Element	Value or Status
Item ID	(XXX)1912
Business Unit	00495
Customer	CST100000062
Amount	5,000.00
Entry Type	ARI
Reason	CUST

ART17

2.17

7 Add a new row and enter the following item (sequence 4):

Page Element	Value or Status
Item ID	(XXX)1913
Business Unit	00495
Customer	CST100000062
Amount	9,510.00
Entry Type	ARI
Reason	CUST

ART18

8 Add a new row and enter the following item (sequence 5):

Page Element	Value or Status
Item ID	(XXX)1915
Business Unit	00495
Customer	CST100000062
Amount	500.00
Entry Type	ARI
Reason	CUST

ART19

9 Add a new row and enter the following item (sequence 6):

Page Element	Value or Status
Item ID	(XXX)5672
Business Unit	00495
Customer	CST100000069
Amount	7,825.39
Entry Type	ARI
Reason	GRANT

ART20

10 Add a new row and enter the following item (sequence 7):

Page Element	Value or Status
Item ID	(XXX)5673
Business Unit	00495
Customer	CST100000069
Amount	3,800.00
Entry Type	ARI
Terms	GRANT

ART21

- 11 Verify that all seven items are entered and then access the Group Action page.
- 12 Select the posting action *Batch Standard* and click OK.
- 13 Note the Group ID assigned by the system: _____

This concludes the activity.

Do not continue.

Entering External Pending Items

For most users, pending items enter the system through an interface from a billing program.

When you enter pending items through a billing interface, the system edits external groups so that errors are discovered during posting instead of during pending item entry.

How to Get There

Use this page to review or edit pending item groups that have been received from an external billing source:

Navigation

Accounts Receivable >> Pending Items >> External Items >> Group Control

Group Control

Pending Item 1

Pending Item 2

Pending Item 3

Accounting Entries

Group Action

Group Unit:00495

Group ID:27871

*Accounting Date:12/10/2002

Original Group ID:27774

*Group Type:B

BILLING

Control Currency:

*Origin ID:PS_BI

PS_BI

*Format Currency:USD

Control Totals

Control Data

Control:-157,244.000

*Count:1562

*Received:12/10/2002

*Entered:12/10/2002

Entered:-157,244.000

Count:1562

Posted Date:

Difference:0.000

Count:0

Assign:CBUNCH

User:J218763

Posted:0.000

Count:0

Group Status

Edit Status:Edited

Accounting Entries:Balanced

Balanced:No

Posting Action:Do Not Post

Posting Status:Errors

Save

Return to Search

Previous in List

Next in List

Notify

Group Control

Pending Item 1

Pending Item 2

Pending Item 3

Accounting Entries

Group Action

ARSC05

Group Control Page

Whether items are processed online or received from an external source, the pages that are used are essentially the same. External Pending Item processing for the most part occurs behind the scenes. The Load AR process must be run to move the billing activity into PeopleSoft Receivables. At this point you can use the External Pending Item Entry page to view and modify the items online within Receivables. This information is not updated in the source system, so any editing done in Receivables does not update Billing. After you are satisfied with the information you must post the transaction to the customer accounts by running Receivable Update.

The Pending Item 1 page for External Item Entry looks the same as the page you used for Online Pending Item entry. The difference is the specific item information as populated by the Load AR pending Item process.

If you want to further define the item with any additional information, you can do so here.

How to Get There

Use this page to view and edit specific information regarding each external item:

Navigation

Accounts Receivable >> Pending Items >> External Items >> Pending Item 1

Group ControlPending Item 1Pending Item 2Pending Item 3Accounting EntriesGroup Action

Group Unit: 00495Group ID: 27871

Pending Item EntryFindView AllFirst1 of 1Last

*Accounting Date:01/14/2003*As Of Date:01/14/2003Sequence:1174

*Item ID:000011022Line:

☒ Posted

*Business Unit:00495*Customer:CST100002400SCHROCK CA

SubCustomer 1:SubCustomer 2:

*Amount:-100.000*Currency:USD

*Entry Type:IWR*Reason:STRWAAR Dist:

Rate Type:CRRNT☒ Revalue Flg

Exchange Rate:1.00000000

Payment Terms

Terms:NET60Due Date:Due Days:

Disc Amt:Disc Date:Disc Days:

Disc Amt 1:Disc Date 1:☐ Always Allow Discount

Reference Information

PO Ref:PO Line:BOL:Order No:

Document:Line Item:Contract:L/C ID:

SaveReturn to SearchPrevious in ListNext in ListNotify

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

ARSC06

Pending Item 1 page

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Use the Accounting Entries page to create accounting entries for each individual external item.

You can create the entries when the Receivable Update process is run or have PeopleSoft Billing create them.

If PeopleSoft Billing creates the accounting entries, you can view that information here.

How to Get There

Use the following navigation path to access this page:

Navigation

Accounts Receivable >> Pending Items >> External Items >> Accounting Entries

Group ControlPending Item 1Pending Item 2Pending Item 3Accounting EntriesGroup Action

Group Unit: 00495Group ID: 27871

Accounting Entries

Item ID: 000011022Line: Entry Type: IWReason: STRWA

Bus. Unit: 00495Customer: CST100002400SubCust1: SubCust2:

Amount: -100.000Currency: USD

Complete

Display Totals: Entry

Distribution Lines

ChartFields

Currency Details

Additional Details

Journal Reference Information

EFF

Line	GL Unit	*Type	Amount	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project
1	00495	AR	-100.000	2830	150100	10060	197000	2003	00495	9999999
2	00495	User	100.000	2830	421000	10060	19700	2003	00495	9999999

Lines: 2DR: 100.000Currency: USD

CR: 100.000Currency:USDNet:

Save

Return to Search

Previous in List

Next in List

Notify

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

ARSC07

Accounting Entries page

After you review the item information and are ready to run the Receivable Update process to update customer balances, you can select the appropriate posting action on the Group Action page for your external pending item group.

How to Get There

Use this page to specify the action that the system performs on your pending items:

Navigation

Accounts Receivable >> Pending Items >> External Items >> Group Action

Group ControlPending Item 1Pending Item 2Pending Item 3Accounting EntriesGroup Action

Group Unit: 00495Group ID: 27871

Posting Status: Do Not Post

Group Actions

Posting Action

Accounting Entry Actions

Balance

Delete Group

Do Not Post

Batch Priority

Batch Standard

Create Entries

Save

Return to Search

Previous in List

Next in List

Notify

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

ARSC08

Group Action page

Use the Groups Set to Post page to view the item groups that are ready to be processed by the Receivable Update process.

Groups of pending items that are not yet posted but are set to post as Batch Priority or Batch Standard are no longer visible on the Pending Item Entry or Worksheet pages.

How to Get There

Use this page to view groups that are set to post and that will post during the next scheduled run of the Receivable Update process:

Navigation

Accounts Receivable >> Pending Items >> Review Items >> Group Set to Post

Groups Set To Post

Business Unit:00495

User:JSTOIBER

*Post Action:Batch Priority and Standard

*Group Amount Switch:To Be Posted

Group Set to Post

Customize | Find | View All |

First1-4 of 4Last

Group ID	Action	Assigned	Type	Accounting Date	Origin ID	To Be Posted	Currency
124174	Standard	JSTOIBER	B	10/04/2007	ONL	25,000.000	USD
124180	Standard	JSTOIBER	B	10/04/2007	ONL	14,200.000	USD
124218	Standard	JSTOIBER	B	10/08/2007	ONL	25,900.000	USD
124226	Standard	JSTOIBER	B	08/08/2007	ONL	30,585.390	USD

Totals

Total:4

Total Amount:95,685.390

Currency:USD

Notify

ARSC09

Group Set to Post page

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ENCOMPASS | Accounts Receivable

2.25

Performing the Receivable Update Process

Receivable Update (ARUPDATE) is the posting process in PeopleSoft Receivables.

Receivable Update is used throughout the system for:

- Pending item posting
- Payment processing
- Item maintenance activities (such as write offs and so on)

This process is used to update customer balances and create appropriate accounting entries.

Performing the Receivable Update Process Diagram

This diagram illustrates the first part of the Receivable Update process with three partitions:

```
graph TD; AR_UPDATE[AR_UPDATE  
Build groups from Worksheets  
Parallel Preprocessor] --> AR_PGG[AR_PGG  
PSJob]; AR_PGG --> AR_PGG1[AR_PGG1  
Generate Accounting Entries]; AR_PGG --> AR_PGG2[AR_PGG2  
Generate Accounting Entries]; AR_PGG --> AR_PGG3[AR_PGG3  
Generate Accounting Entries];
```

ARSD06

Receivable Update parallel processes (1 of 2)

PeopleSoft Receivables enables you to break the Receivable Update process into multiple pieces (partitions) to be processed in parallel, achieving higher performance. You initiate the parallel processes by using a single run control and the process will automatically divide the work between the number of partitions that you specified in your setup.

ENTAP Training

Key page elements of the Receivable Update Request page include:

- Report Manager

Accesses the Report List page where you can view report content, check the status of a report and see content detail messages (which show a description of the report and the distribution list).
- Process Monitor

Accesses the Process List page where you can view the status of submitted process requests.
- Run Accesses

the Process Scheduler Request page where you can specify where a process or job runs and the process output format.

How to Get There

Use this page to enter the required parameters for the Receivable Update process to post your pending items:

Navigation

Accounts Receivable >> Receivables Update >> Request Receivable Update

Receivable Update RequestOptions

Run Control ID: ARUReport ManagerProcess MonitorRun

Process Request ParametersFind | View AllFirst1 of 1Last

*Group Unit:00495

Process Frequency:Always

*Accounting Date From:01/01/1900

*High Balance Basis Date:Run Date

*Accounting Date To:09/26/2007

Customer History Options

User Defined

Payment Performance

DSO

SubCustomer

Last Run On

Last Run On:

Process Instance:

SaveReturn to SearchPrevious in ListNext in ListNotifyAddUpdate/Display

ARSC10

Receivable Update Request page

Customer History Options: The State of Indiana is currently NOT using this functionality.

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ENCOMPASS | Accounts Receivable

2.27

Activity 2 | Running the Receivable Update Process

In this activity, you will review the activity overview and:

1. Create a new Run Control ID.

2. Verify your results.

Activity Overview

We are now ready to run the Receivable Update process for the items entered earlier in the lesson. We will re-use the Run Control ID called POSTING, then run Receivable Update for Group Unit 00495. We will use the Process Monitor to verify that the Receivable Update has completed, and then navigate to the Group Status page to verify that the posting status is *Complete* for the three groups of items entered earlier in this lesson.

Creating New Run Control IDs

To create new run control IDs:

1 Select Accounts Receivable, Receivables Update, Request Receivables Update.

2 Select the Add a New Value tab.

3 Enter a new Run Control ID called POSTING.

Running the Receivable Update Process

To run the Receivable Update process:

1 On the Receivable Update Request page, enter the following parameters:

Page Element	Value or Status
Group Unit	00495
Process Frequency	Always
Accounting Date From	January 1, 2000
Amounting Date To	End of This Month

ART22

Exclusively for use by the State of Indiana
Issue Date: 11/14/2007

ENTAP Training

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- 2 Click the Run button.
- 3 Enter the following information on the Process Scheduler page:

Page Element	Value or Status
Server Name	Accept Defaults
PS/AR Receivable Update	Select

ART23

- 4 Click the OK button.

Verifying Your Results

To verify your results:

- 1 To check your posting status and verify that your accounting entries have been created, click the Process Monitor link and verify that your process has a status of *Success*.
- 2 Click the Refresh button at the top of the page to check the status of the process.
- 3 Select Accounts Receivable, Pending Items, Review Items, Group Status.
- 4 Enter the following information:

Page Element	Value or Status
Group Option	All Item Groups
Group Unit	00495
Group ID	ID from Item Entry Activities

ART24

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- 5 Click the Search icon.
- Verify that your Posting Status is *Complete*, and your Accounting Entries have been created.
- 6 Repeat steps 4 and 5 for the second Group ID created in Online Item activity.

This concludes the activity. Do not continue.

2.30

Reviewing Customer Information

The Account Overview component offers a central location where you can research customer information.

The Account Overview - Balances page provides both high-level and detailed information.

The high-level information includes most recent activity for the customer, credit limit, balance, past due amount and more.

The Account Overview component is the “nerve center” of customer inquiry due to the volume, access, and detail level of information that it offers. Navigate through this component at a very high level because these pages are critical to the collections effort, which is covered later in the course.

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How to Get There

Use this page to provide an overall view of the customer’s receivable data. You can view the information provided here at a high level or you can use the associated links to review the details of the information:

Navigation

Accounts Receivable >> Customer Accounts >> Customer Information >> Account Overview

BalancesProfileCustomer ActionCustomer Trend 1Customer Trend 2Customer Trend 3

SetID: 00495Unit: Customer: CST100000NOVELIS CORP*Level: NSearch

Add A ConversationView/Update ConversationsPay by Credit Card

Most Recent Activity

	Item ID	Date	Amount	Currency
Item ID:	ZHITEM004	09/26/2007	500.000	USD
Payment:	0003083547	06/28/2007	30.000	USD

	Count	Amount	Currency
Pay History Days:		0.000	
Credit Limit:		0.000	USD
Balance:	1	500.000	USD
Past Due:	0	0.000	USD
Deductions:	0	0.000	USD
Disputed:	0	0.000	USD
Doubtful:	0	0.00	USD
Collections:	0	0.000	USD
Vendor Balance:	0	0.000	USD
Draft Amount:	0	0.000	USD
View Adjusted Balance			

Summary AgingFind | View AllFirst1 of 1Last

Aging Chart

ARSC11

Account Overview – Balance page

2.32

The Account Overview - Profile page summarizes important information for the customer, such as:

- The customer’s contacts and ID numbers.

How to Get There

Use this page to view customer profile information and use links to view in-process payments and outstanding items:

Navigation

Accounts Receivable >> Customer Accounts >> Customer Information >> Account Overview >> Profile

BalancesProfileCustomer ActionCustomer Trend 1Customer Trend 2Customer Trend 3

SetID: 00495Unit:Customer: CST100000NOVELIS CORP*Level: NSearch

[Add A Conversation](#)[View/Update Conversations](#)[Customer Pending Items](#)[Item List](#)

[In Process Payments](#)

Customer Information

Address 1:PO BOX 1607

Address 2:5901 NORTH 13TH STREET

City:TERRE HAUTEState:IN

Country:USAPostal:47808-1607

Corporate ID:CST10000004NOVELIS CORP

Remit to Bank:AOSRemit to Bank Account:AOS8

Terms:Collection Customer Group:☐ Credit Hold

Customer ID Number

CustomizeFindView AllFirst1 of 1Last

TypeID Num

Customer Contacts

CustomizeFindView AllFirst1 of 7Last

Contact Name	Phone	Phone Extension	Phone Type
ACCOUNTS PAYABLE			
MR BILL HAYMAKER	812/462-2112		BUSN
MR BILL HAYMAKER	812/462-2248		FAX
MR BILL HAYMAKER-DRINK WATER SYSTEM	812/462-2112		BUSN
MR BILL HAYMAKER-LONG BRNCH NOVELIS BLDG	812/462-2345		BUSN

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

ARSC12

Account Overview – Profile page

2.33

The Account Overview - Customer Trend pages enable you to review a customer’s historical statistics based on the history IDs that you specified on the Receivables Options - Customer Trend Options page.

The Customer Trend 1 and Customer Trend 2 pages display up to three historical statistics for history IDs that track amounts by period (for example, high balance amount).

The Customer Trend 3 page displays up to six history statistics for history IDs that track the number of days by period (for example, average days late).

How to Get There

Use this page to view review a customer’s historical statistics:

Navigation

Accounts Receivable >> Customer Accounts >> Customer Information >> Account Overview >> Customer Trend 1

BalancesProfileCustomer ActionCustomer Trend 1Customer Trend 2Customer Trend 3

SetID: 00495Unit:Customer: CST100000NOVELIS CORPSearch

Fiscal Year: 2007Item List

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

Trends

SALES

Trend Detail

Period	Amount	Currency
12		
11		
10		
9		
8		
7		
6		
5		
4		
3		
2		
1		

PAST DUE

Trend Detail

Period	Amount	Currency
12		
11		
10		
9		
8		
7		
6		
5		
4		
3		
2		
1		

CURRENT DUE

Trend Detail

Period	Amount	Currency
12		
11		
10		
9		
8		
7		
6		
5		
4		
3		
2		
1		

[Customer Trend 1 Chart](#)

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

ARSC13

Account Overview – Customer Trend 1 page

2.34

Reviewing Item Information

Use the Item Maintenance component to review:

- Accounting entries for the items that you entered.
- Additional detailed information regarding the customer on a per-item basis.

How to Get There

Use this page to change discount, payment and draft options for an item:

Navigation

Accounts Receivable >> Customer Accounts >> Item Information >>
View/Update Item Details >> Detail 1

Detail 1Detail 2Detail 3Item ActivityItem Accounting EntriesItem Audit History

Unit:00495Customer:CST100000009AM GENERAL LLC

Item ID:INR110017 04/02/04Line:Days Late:-30Status:Closed

Accounting Date:04/15/2004Entry Type:IWBilling Unit:

Balance:0.000USDEntry Reason:NOIR6Original Amount:50.000USD

AR Distribution Code:ACCTS REC

Discount Options

Due Date:05/15/2004Due Days:

Terms:NET30Discount Days:

Discount Amount:Date:

Discount Amount 1:Date 1:

☐ Always Allow Discount

As Of Date:04/15/2004Posted:04/15/2004

Payment/Draft Options

Payment Method:Check

Draft Type:

Direct Debit Profile ID:

☐ Preapproved?

☐ Create Document?

☐ One Item per Draft?

Customer Relations

☐ DisputeReason:Date:Dispute Amount:

☐ DeductionReason:Date:

☐ Doubtful

☐ CollectionCode:Date:

Analyst:IDEMINDIANA DEPARTMENT OF ENVIRONMENTAL MGMT

Collector:IDEMACCOUNTS RECEIVABLE

Sales Person:IDEM

AR Specialist:

Other Options

☒ Revaluation Flag☒ Available for Netting

SplitAdd A Conversation

SaveReturn to SearchPrevious in ListNext in ListNotifyRefresh

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

ARSC14

Detail 1 page

2.35

Each time that you perform an action on an item—such as transferring it to another customer, applying a payment, or un-posting it—the Receivable Update process updates the Item Activity table.

How to Get There

Use this page to view all activity that has occurred against an item:

Navigation

Accounts Receivable >> Customer Accounts >> Item Information >>
View/Update Item Details >> Item Activity

Detail 1Detail 2Detail 3Item ActivityItem Accounting EntriesItem Audit History

Unit:00495Customer:CST100000009AM GENERAL LLC

Item ID:INR110017 04/02/04Line:Days Late:-30Status:Closed

Balance:0.000USD

Item Activities

Find | View AllFirst1-2 of 2Last

Sequence:1Accounting Date:04/15/2004Posted Date:04/15/2004

Entry TypeIWReason:NOIR6Worksheet Reason:Voucher ID:

Document:PROG HAND CARRYAmount:50.000USD

Group Unit:00495Group ID:57986BILLING

Sequence:2Accounting Date:04/15/2004Posted Date:04/15/2004

Entry TypePYReason:Worksheet Reason:Voucher ID:

Document:PROG HAND CARRYAmount:-50.000USD

Group Unit:00495Group ID:58033PAYMENTS

Deposit Unit:00495Deposit ID:5528Payment ID:00850505

SplitAdd A Conversation

SaveReturn to SearchPrevious in ListNext in ListNotifyRefresh

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

ARSC15

Item Activity page

This page displays the balance, entry type reason, and group ID for the item, so this page is a good resource tool to use during item research.

For the class item, you see only the initial item entry activity because the class has not performed any subsequent processing against the item at this point.

Chapter Review

In this lesson, you learned that:

- Whether you are entering items online or receiving them into the application through the Load AR Pending Item process, the information needed is essentially the same.
- The origin ID for items that are received through the External Item Entry process shows either ONL or PS_BI.
- The Receivable Update process accomplishes two tasks: Updates customer balances and creates accounting entries.
- The Account Overview component offers a central location where you can research customer information.
- The Item Information page group enables you to review the accounting entries that were created for your items when you ran the Receivable Update process.

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